



Management Association of Pakistan

EFFECTIVE PROJECT MANAGEMENT

by Fauzia Kerai Khan

24th & 25th April 2018,

From 10:00 a.m. to 04:30 p.m.



OVERVIEW:

Projects are a way of bringing about change. They are used to develop new products or systems, or to alter the physical, social or cultural environment. Derived from the Latin verb *proicere*, which means "to throw forward", a project is a leap into the future.

Increasing numbers of people are finding themselves being involved in more and more projects as they go up the organizational ladder. Successful project management is an art that can give you an edge.

This workshop will discuss in detail what Project Management is; the various functions of Project management; the role of the Project Manager; How to manage when things go wrong. Group Activities will be an integral part of this interactive workshop.

TRAINING METHODOLOGY:

- Introductions / Ice breaker
- What Projects are?
- History and background of Project Management
- Types of Projects: Classified by availability of Solutions and definition of Problems
- Project Risk levels; Project Types by funding
- Laws of Project Management
- Triple Constraints of Projects, Terms often confused with Projects
- Group Exercise: Priority Setting, Team Conflict and Customer Conflict and Project planning Tools
- Functions of Project Management: Pre-Project Planning, Project Initiation Project Planning, Project Execution, Project Monitoring & Control, Project Closeout
- The Critical Document: Project Management Plan and Risk Management Plan
- What makes a project successful; Evaluating Critical Success Factors & Measures
- The Project Life Cycle: PLAN; DO; REVIEW
- Project Management Tools: Quad Charts; Brainstorming; GANTT charts; Network diagrams; Critical path method
- Key skills and role of a Project Manager
- Case Study: Crisis Management

WHERE & WHEN?

24th & 25th April 2018,

From 10:00 a.m. to 04:30 p.m.

Venue: The Royal Rodale Club, Phase V, DHA, Karachi.

FACILITATOR'S PROFILE:



Fauzia Kerai Khan is a broad-based Human Capital Consultant with 20 years of experience in diverse fields ranging from banking, brokerage/investment advisory to IT and e-Learning. She has served in the areas of Business Development, Quality and Customer Relations, Operations and Training. She studied Economics as well as Liberal Arts and Fine Arts in the United States.

She is Certified Trainer (ExecuTrain), Certified Human Resources Professional (CHRP), and is certified by Thomas International in Thomas Profiling (PPA-HJA) and General Intelligence Assessment (GIA) to implement the tools for applications ranging from scientific and informed recruitment, training needs identification, self awareness and development, team building, coaching, appraisals, promotions and career planning.

Fauzia has a globally accredited certification in Directive Communication Psychology based work Gamification from the American Institute of Business Psychology.

Fauzia writes regularly for the personal and career development section of DAWN, the Advertiser and has made several television and radio appearances in the capacity of an HR Consultant.

WHO SHOULD ATTEND:

Management / Staff who have the responsibility of managing various projects along with their routine work. All those wishing to improve their project management skills.

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REGISTRATION FORM

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Student Member

Individual Member

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Name _____

Designation _____ Membership No. _____

Organization _____

Address _____

_____ City _____

Phone _____ Fax _____

Mobile _____ E-mail _____

ADMINISTRATIVE INFORMATION

MODE OF PAYMENT

Cash/Cheque No. _____

Dated _____

Amount _____

	Early Bird Fee (register by) 16 th -April-2018	Regular Fee (register after) 16 th -April-2018
Registration Fee*		
MAP Institutional Member	Rs. 23,000/-	Rs. 27,000/-
For two or more Institutional member nominations	Rs. 21,500/-	Rs. 24,500/-
MAP Individual Member	Rs. 16,500/-	Rs. 18,000/-
Student Member	Rs. 8,000/-	Rs. 9,000/-
Non-Member	Rs. 24,500/-	Rs.28,500/-

*Includes: MAP Certificate, Printed Course Material, Lunch & Tea.

**Note: 20% Discount is available on nominations of 5 or more participants.

Registration:

Registration to be confirmed only on receipt of cheque in advance

- Cancellations or substitute nominees acceptable up to 48 hours prior to the event.
- Early bird discount can only be availed if payment is made before the day of event. Otherwise, invoice will be reissued at Standard Fee.
- Please complete the Registration Form attached here to along with a crossed cheque for the applicable fee, in favor of Management Association of Pakistan, to be sent to MAP's address given below:

For Direct Transfer:

- Acct Title : Management Association of Pakistan
- Bank Name : MCB Bank Limited
- Account Number : 0006903010000302
- IBAN : PK62 MUCB 0006 9030 1000 0302
- Branch Name : GTB Branch Karachi (0069)
- Payment Advice to be sent at:
accountant@mappk.org | info@mappk.org